

**Finance & Performance Committee**  
**20<sup>th</sup> August 2014**  
**Thames Room, Civic Offices**

<b>Present:</b>	Dr S Das	Secondary Care Consultant, Chair of the Committee
	Ms L Buckland	Lay Member
	Dr Nimal-Raj	GP Board Member
	Mr A Olarinde	Chief Finance Officer
	Ms F Otukoya	Head of Finance
	Mr R Chaudhari	Senior Commissioning Manager
	Ms G Curtis	Deputy Business Manager, Minutes
<b>In Attendance:</b>	Mr R Nartey	CSU, Contract Management
<b>Apologies:</b>	Ms M Ansell	(Acting) Interim Accountable Officer
	Dr A Deshpande	Chair of the Board

<b>1.</b>	<p><b>Welcome &amp; Apologies</b></p> <p>Dr S Das welcomed all to the meeting, apologies were noted above.</p> <p>Dr S Das asked for any declarations of interest that are not already detailed on the register, Dr Nimal-Raj noted an interest as a GP regarding the Enhanced Services, other than that declared there were none.</p>
<b>2.</b>	<p><b>Minutes of the meeting held on 16<sup>th</sup> July 2014 and Action Log</b></p> <p>The minutes of the previous meeting held on the 16<sup>th</sup> July 2014 were reviewed and the minutes were agreed as an accurate account.</p> <p>Action Log:</p> <ol style="list-style-type: none"> <li>1. <b>Terms of Reference</b> - The terms of reference were tabled for review by the committee. Comments were discussed and agreed changes will be made and the updated version will be circulated with the minutes. – Ms G Curtis updated the committee that the Terms of Reference have not been circulated to committee members due to an error that needs to be amended. Once these changes have taken place they will be presented to the board and circulated to the committee for final approval. Ms L Buckland updated that the Chair of the Board has requested for the Lay Member – Governance to become the deputy chair of this committee. Ms L Buckland noted that there could be a conflict of interest due to being the Chair of the Audit Committee. Agreed for a revised set to come to the September meeting. <b>Action GC</b></li> <li>2. <b>Children’s Update</b> - It was confirmed that a summary briefing for SEND reforms would be useful for the committee. - Action Complete</li> <li>3. <b>Month 3 Finance Report</b> - Ms L Buckland asked about patient transport outturn. Mr R Chaudhari confirmed there is a project looking at this and it is a</li> </ol>

	<p>QIPP project. It was requested that this be included on the workplan. - Action Complete</p> <p>4. <b>Ambulance Service</b> - This item was deferred as there was no paper available at the time of the meeting. It was agreed for an update will be circulated with the minutes. - Action Complete</p> <p>5. <b>Local Enhanced Services</b> - Ms L Buckland to discuss further actions with Mr W Guy and bring the final decision to the committee. – Mr R Chaudhari updated that the new providers are in place for April 2015. All practices have been asked to send policies in so that these can be reviewed; this to ensure they are in a position to bid when the AQP exercise begins. Ms L Buckland noted that this seems to be happening outside of governance structure, there was a sub-group originally in place, Mr W Guy was asked to resurrect this group, but to date this hasn't happened. There was some discussion around quality monitoring and Mr A Olarinde confirmed that primary care quality is picked up by NHS England, whilst the monitoring of practices is completed by the CQC and Monitor. Mr A Olarinde asked for Mr W Guy to provide an update prior to the next meeting. <b>Action RC/LB</b></p> <p>6. <b>Performance</b> - There was no paper available for this item, this is to be obtained and circulated with the minutes. - Action Complete</p> <p>Carried Forward</p> <p>1. <b>Finance &amp; Performance Committee 5 Year Plan</b> - It was also agreed that an extract of the 5 year plan highlighting quarterly milestones and progress against these – Action Complete</p>
<b>3.</b>	<p><b>CCG Assurance &amp; Development</b></p> <p>Mr A Olarinde updated from the CCG Assurance Review meeting with NHS England. A feedback letter was received from Mr A Pike following the meeting.</p> <p>We were complimented on the delivery of most of our targets. Key parts to note were: urgent care working group: The Resilience funding for Thurrock is approximately £1m.</p> <p>Each CCG had to submit a bid with plans for these funds. These plans have now been formally approved. A paper with details of approved plans has been taken to the QIPP Committee and will go to the Board in August. It was agreed for a copy of this paper to be circulated to this committee. <b>Action RC/AO</b></p> <p>BCF (Better Care Fund) plans were submitted at the end of June, this will be a pooled budget from the next financial year and will be jointly funded from the CCG and the Local Authority. £5 m of this money is already committed spend and needs to be transferred to this 'pot' of money. It was confirmed that the total pooled budget is £10.56m, with £9.7m contribution from the CCG and the remainder being funded by the Local Authority.</p> <p>Mr A Olarinde confirmed that new guidance was released at the end of July, and revised plans need to be resubmitted at the 19<sup>th</sup> September. All systems must plan to reduce total non-elective admissions by 3.5%; which is a key challenge.</p> <p>The revised plans will be presented and discussed at the next Finance and Performance committee meeting. Mr A Olarinde mentioned that the board will be asked to award delegated authority to the Finance &amp; Performance Committee due to</p>

	<p>the submission deadline for approval (the submission deadline is 19<sup>th</sup> September, and there is no formal board in September but rather a board seminar).</p> <p>Ms L Buckland asked for an update to be presented at the Audit Committee. <b>Action AO</b></p>
<b>4.</b>	<p><b>CSU Commissioning Intentions</b></p> <p>Mr A Olarinde updated the committee regarding the CSU Commissioning Intentions.</p> <p>In October 2013 the CCG reviewed their commissioning intentions. Following this 3 services were brought in-house, this were communications, complaints and performance that was linked with Business Intelligence. Notice was served on these services; following this the CCG received notification that the CSU would cease to exist post September 2014.</p> <p>A paper detailing each service and financial implications, with a breakdown of expenditure under the Central Eastern CSU for the first 6 months of 2014-15; and the final 6 months with the new arrangements was presented to the committee and explained in detail.</p> <p>It was confirmed that a detailed paper will be presented to the Board at Part 2.</p> <p>There was discussion around the stranded costs from the current CSU; this is currently still being finalised.</p> <p>Ms L Buckland mentioned that although the in-house structure was approved in principle at the Remuneration Committee, it had requested for an updated and costed structure, this needs to be reviewed by the Rem Com. <b>Action: FO/AO Paper to be taken to Remuneration Committee.</b></p> <p>Ms L Buckland raised the issue of assurance. Since the CCG will now have 7 providers instead of 1 CSU, greater emphasis and focus will need given to quality and monitoring.</p> <p>Mr A Olarinde stated that he will be seeking to extend the current arrangements to the new services, along with the performance monitoring. It was also mentioned that there is a CCG collaboration meeting that will also provide assurance. This needs to be built into the work plan. There are two committees (Transition program board, transition oversight committee) overseeing the transfer.</p> <p>Mr Nimal-Raj expressed concern regarding Children's services; and mentioned that the services need to be risk stratified. Mr A Olarinde agreed that there is fragmentation in proposed new service provision (3 new providers, in place of one), this will need to be discussed further with Ms M Ansell (Acting) Interim Accountable Officer. Mr A Olarinde also suggested that this will need to be monitored by the Head of Integrated Commissioning.</p> <p>There was a further discussion around the Business Intelligence service which will be provided by NEL CSU.</p>
<b>5.</b>	<p><b>Month 4 Finance Report</b></p> <p>Ms F Otukoya presented the month 4 finance report to the committee. The following items from the report were noted:</p>

	<p><b>Summary outturn:</b> Year to date (YTD) expenditure of £67,811k; with a variance of £663k underspend; Forecast expenditure (FOT) of £187,582k with a variance of £1,979k underspend.</p> <p><b>Program Budgets:</b> YTD expenditure of £66,496k; with a variance of £607,977k (underspend); FOT £183,600k; with a forecast variance of £1,840k underspend.</p> <p>Within 'Other' are the Reserves (£4.56m), Property Services (£1.4m), Reablement (£0.86m), Patient transport (£1.4m) and NHS 111 (£0.44m). See Appendix A for details</p> <p>Main pressure within the program budget is as follows:</p> <ul style="list-style-type: none"> <li>• <b>Acute contracts:</b> Year to date (YTD) pressure of £1,129k, with the majority of the over performance of £1,316k on BTUH, based on month 2 freeze and month 3 flex data. Further details are contained within the Acute report. This is offset to some extent with underspends on other providers.</li> <li>• <b>Continuing Healthcare (CHC):</b> Year to date (YTD) pressure of £306k. However this is currently forecast to breakeven as some work is underway to review the current cases to ensure they are correctly attributed to Thurrock CCG.</li> </ul> <p><b>Running Cost Budgets</b> YTD Expenditure of £1,315k; with a variance of £55k (underspend); FOT of £3,982k; with a forecast variance of £139k (underspend).</p> <p>There is currently a contingency of £169k included above (within Corporate Costs and services). This will be used to mitigate any pressure as they arise during the course of the year, particularly as relates to the re-commissioning of the CSU services.</p> <p>There is on-going work around re-commissioning of the CSU services, and this is covered under the relevant agenda item. (The forecast shown above assumes a steady state of the CSU).</p> <p>Ms L Buckland stated that there are concerns regarding underspend within the Mental Health Services for example, are there commissioning issues or lack of planned activity. These funds are for commissioning of services for the patients. It was agreed that this will be interrogated further when the new Head of Integrated commissioning is in post. <b>Action for October MT</b></p> <p>It was discussed that a detailed report on Patient Transport should be brought to the committee. Ms L Buckland asked for a report to be presented to the next committee. <b>Action WG</b></p> <p>Mr A Olarinde left the meeting.</p>
<b>6.</b>	<p><b>Acute Services, Including BTUH &amp; SUFTH</b></p> <p>Mr R Nartey attended the meeting to present the Acute services paper. It was confirmed that there are concerns regarding the level of uncoded activity as this is a historic issue.</p> <p>Dr Nimal Raj asked if there is a target; Dr S Das asked in which forum were discussions around the contract being held; Mr R Chaudhari confirmed there are 2</p>

	<p>committees– the Contract management and Technical support groups Mr Olarinde and Ms Otukoya attend these on behalf of the CCG. Dr S Das confirmed that Mr A Olarinde needs to be present for this agenda item.</p> <p>Dr Nimal Raj noted that GPs in the area are not happy that they do not have clinical input. Mr R Narthey noted that there is also a risk to the provider. Mr R Chaudhari noted that the finance contracting team can challenge the data at flex, but this can't be challenged at freeze.</p> <p>Mr R Chaudhari asked what the level of uncoded data compared to last year. It was agreed that Mr R Narthey would obtain this information and provide a report to be circulated via email. <b>Action RN</b></p> <p>There was some discussion around quality issues with some of the private providers. It was agreed that this was discussed at the quality meetings.</p>
<p><b>6.</b></p>	<p><b>Continuing Healthcare</b></p>
	<p>Ms F Otukoya presented the Continuing Healthcare Report to the committee, this report was produced by the CSU for information.</p> <p>Ms F Otukoya confirmed that will present a detailed report for this committee going forward.</p> <p>Ms L Buckland asked if there is an activity and spend trend report. Ms F Otukoya said further analysis will be done as details are received monthly in the finance team. Ms F Otukoya to circulate this to the committee. <b>Action FO</b></p>
<p><b>8.</b></p>	<p><b>EEAST Update</b></p>
	<p>Ms F Otukoya presented to the committee the report received from the CSU regarding EEAST. This report included the Dashboard for the Essex Wide contract.</p> <p>It was detailed that the dashboard shows the region as red for all months from April 2014 on performance.</p> <p>Dr Nimal-Raj asked who made the decision for the definitions of targets. Ms F Otukoya informed that they are nationally defined; and are included on the CCGs dashboard and also on the Assurance framework.</p> <p>Dr S Das mentioned the issue of the cost relating to the additional investment being requested by the ambulance trust. Ms F Otukoya confirmed that the CCG is aware of the request and have planned for that eventuality. Full year impact, though only part year in current year.</p>
<p><b>9.</b></p>	<p><b>Performance</b></p>
	<p>This report was circulated to committee members prior to the meeting for their information.</p> <p>It was noted following the review of the report that there wasn't any data for Cancelled Operation from March 2014 and that the SHMI data was from December 2013. It was also noted that the information for Serious Incidents needs to be updated.</p> <p>It was agreed for Mr J Buschor to attend the September meeting, and each quarter following. <b>Action GC</b></p>

<b>10.</b>	<b>AOB</b>
	None
<b>Date of Next Meeting</b>	
17 <sup>th</sup> September 2014	

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